
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.Careers.ky.gov

August 28, 2015

ACCOUNTANT III— (Shelby County-KY Correctional Institute for Women)—Grade 10—(\$2006.08 – \$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis

ADMINISTRATIVE SECRETARY—(Oldham County – Luther Luckett Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MIN REQ:** High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Oldham County – Kentucky State Reformatory)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CHAPLAIN I—(Oldham County – Kentucky State Reformatory)—Grade 14—(\$2937.20 - \$3890.90) **MINIMUM REQUIREMENTS:** Graduate of a theological or divinity school with a master's or doctorate degree in divinity, theology or a related field that must include, or be supplemented by, three months of clinical pastoral training. Experience as an ordained minister will substitute for the required education on a year-for-year basis. Must have certificate of ordination or denominational/ecclesiastical approval.

CLASSIFICATION & TREATMENT OFFICER I – (Morgan County – Eastern Kentucky Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

CLASSIFICATION & TREATMENT OFFICER I – (Oldham County – Roederer Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

CORRECTIONS PROGRAM ADMINISTRATOR—(Franklin County) Grade 15—(\$3230.84 - \$4280.10) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 4 years of professional experience in corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or vocational education, health services or education, dietary or food management, construction project management, social work dealing with the rehabilitation of the offender or related field. A master's degree will substitute for 1 year of the required experience.

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CORRECTIONS PROGRAM ADMINISTRATOR—(Lyon County – Western Kentucky Correctional Complex)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM REQUIREMENTS:

Graduate of a college or university with a bachelor's degree. Must have 4 years of professional experience in corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or vocational education, health services or education, dietary or food management, construction project management, social work dealing with the rehabilitation of the offender or related field. A master's degree will substitute for 1 year of the required experience.

CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I— (Lyon County – Western Kentucky Correctional Complex)—Grade 13—(\$2670.20 - \$3554.70) MINIMUM

REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have two of years experience in corrections. Graduate study in corrections, justice administration or law will substitute for the required experience on a year-for-year basis. Experience in corrections will substitute for the required college on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR I—(Morgan County —Eastern KY Correctional Complex) —Grade 13—(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS:

Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR II—(Boyle County – Northpoint Training

Center)—Grade 14—(\$2937.20 - \$3890.90) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

ELECTRICIAN LICENSED SUPERVISOR—(Fayette County – Blackburn Correctional Complex) - Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

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INTERNAL POLICY ANALYST I-(Franklin County-Central Office/Administrative Services)-Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

JUSTICE PROGRAM SPECIALIST—Part-Time Position—(Boyle County – Northpoint Training Center)—Grade 12—(\$14.457/hr - 19.152/hr) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have one year of professional experience in corrections, law enforcement, criminal justice administration, juvenile justice or a related field. A master's degree in a field related to the experience areas listed above will substitute for the required experience.

MECHANICAL MAINTENANCE & OPERATIONS SUPERVISOR (Lyon County – Western Kentucky Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS: High school grad. Must have 5 years of experience in general building maintenance or 5 years experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation equipment or electrical systems. This experience must include 2 years of mechanical, HV/AC or electrical systems maintenance and also include 2 years of supervisory/coordinative maintenance experience. Formal training in 1 of the above or related fields will sub for the non-supervisory experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN II—(Boyle County – Northpoint Training Center)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS: Must have three years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

OFFENDER INFORMATION SPECIALIST I— (Muhlenberg County – Green River Correctional Complex) Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS: Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Oldham County – Roederer Correctional Complex) Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Jefferson County – Probation and Parole) Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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PROBATION AND PAROLE OFFICER I- (Harrison County – Probation & Parole – District 18) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER I- (Jefferson County – Probation & Parole – District 18) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER I- (Montgomery County – Probation & Parole – District 18) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROPERTY OFFICER I—(Lyon County—KY State Penitentiary)—Grade 9—(\$1,823.90 - \$2,416.22) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Additional experience in the above or related fields will substitute for the education on a year-for-year basis.

SOCIAL SERVICE CLINICIAN I—(Oldham County – Roederer Correctional Complex) Grade 14—(\$2937.20 - \$3890.90) **MINIMUM REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —Grade 9-(\$2200 - \$2,416.22)

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.